



Anti-bribery and Corruption Policy 2023-24

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Anti-bribery and Corruption Policy 2023-24

Bribery is the offer or receipt of any gift, loan, payment, reward or other advantage to or from any person as an encouragement to do something which is dishonest, illegal or a breach of trust.

Corruption is the misuse of entrusted power for private gain.

Should you engage in such activities, in contravention of the Bribery Act 2010, you could face 10 years in prison and/or an unlimited fine and ForMission could also be liable to an unlimited fine and Government sanction.

ForMission has a zero tolerance of bribery and corruption. Every member of staff also has an independent obligation to prevent bribery and corruption in ForMission.

The list below gives sets out some examples of relevant situations and the rules and procedures to be followed. Please note that this is not an exhaustive list.

- always behave honestly, be trustworthy and set a good example
- use ForMission's resources in the best interests of the organisation, and do not misuse those resources
- avoid any conflict of interest by making a clear distinction between the interests of ForMission and your own interests. If any such conflict of interest does arise, you should report it to your Line Manager immediately. Managers should ensure that the either the Professional Services Manager or the Principal is aware of the situation
- ensure that the Professional Services Manager or the Principal is aware of any community support, sponsorship and charitable donations given or received, and that they do not constitute bribery.
- confidentially report all incidents, risks and issues which are contrary to this policy to your Line Manager. Line Managers should ensure that the Professional Services Manager or the Principal is aware of the situation
- raise any queries regarding anti-bribery and corruption laws and this policy with your Line Manager or the Professional Services Manager, and this will be dealt with promptly
- on no account offer or accept bribes or inducements
- any direct or indirect offers of bribes or inducements made to you or which you are aware have been made to other employees in the course of their duties should be disclosed in writing to the Professional Services Manager
- do not participate in any 'facilitation payments' to public officials
- Failure for any reason to follow the rules set out in this policy will be treated as gross misconduct and subject to disciplinary action in line with the Staff Disciplinary Procedure
- By complying with this policy, we aim to ensure that neither you nor ForMission will unknowingly breach anti-bribery and corruption legislation. Adhering to this policy

will also mean that ForMission can demonstrate that adequate procedures are in place to prevent such activity

Gifts from Clients

In performing your duties, it is essential that you avoid any actual or perceived conflict of interest. Any offers of gifts made to you or which you are aware have been made to other employees in the course of their duties should be disclosed in writing to the Professional Services Manager.

Gifts may only be accepted if approved by the Professional Services Manager or the Principal, at their absolute discretion. Breach of this will result in disciplinary action. This does not apply to any gift or benefit, which is considered to be trivial or inconsequential and which has a total value of less than £50.